



COACHING HANDBOOK

Revised June 2018

The Coaches Handbook has been revised in an attempt to coordinate and educate coaches on the philosophy, rules, guidelines, and procedures of the Athletic Department of the Clermont Northeastern Local School District.

As in any program involving the efforts of professional personnel, it is assumed they will bring to their positions skills acquired through training and experience, which will be utilized in accordance with the philosophy of Clermont Northeastern Local Schools. It is also assumed that the coach has a genuine and sincere interest in the development of ALL Clermont Northeastern students, with the understanding that the athletics program at CNE exists not for the coach, but for the student.

The information contained on the following pages will not cover every question or problem that may arise. All personnel involved must use common sense, prudence, and a sense of cooperation to solve unanticipated questions or problems.

I. PHILOSOPHY

The primary purpose of the athletic programs at CNE High School and Middle School is to promote the physical, mental, social, emotional, and moral well-being of the participants. It is expected athletics in our school will be a positive force in preparing youth for an enriching and vital role in society.

- Athletics should build school spirit.
- Athletics should develop, within the student athlete, the ability to function as part of a team and value the team above self.
- Athletics should guide students to have a common goal.
- Athletics should be a learning experience and be an extension of the classroom environment.

The Rocket Way:

Be Respectful,

Be Responsible,

Be Dedicated,

And Display Pride.

Our athletic programs are an integral part of the total school program and are open to all students. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, responsibilities, and conduct code which are unique to the athletic program. In order to contribute to the welfare of the team, the athlete must willingly assume these obligations.

The role of a student athlete demands that the individual make sacrifices not required of other students.

The student athlete should be committed to the Clermont Northeastern Athletic Program.

In addition to the Rules and Regulations for Students at CNE High School and Middle School, all athletic team participants are also governed by the "Clermont Northeastern Local Schools Athletic Handbook."

A student athlete in the athletic program is a representative of the Clermont Northeastern Local School District. A student athlete's conduct reflects upon his/her fellow team members, coaches and the

District. Conduct which is deemed embarrassing to the athletic program or the Clermont Northeastern Local School District shall be considered grounds for denial of participation from a team or the athletic program.

The Coaches Handbook has been revised in an attempt to coordinate and educate coaches on the philosophy, rules, guidelines, and procedures of the Athletic Department of the Clermont Northeastern Local School District.

Clermont Northeastern High School and Clermont Northeastern Middle School are members of the Ohio High School Athletic Association and the Southern Buckeye Athletic & Academic Conference. The Clermont Northeastern Local School District is proud to offer the following programs:

HIGH SCHOOL

BOYS

Football
Cross Country
Soccer
Golf
Bowling
Basketball
Wrestling
Baseball
Tennis
Track

GIRLS

Cross Country
Soccer
Volleyball
Bowling
Tennis
Basketball
Softball
Track
**Cheerleading
(football and basketball)

JUNIOR HIGH

BOYS

Football
Cross Country
Basketball
Co-ed Golf
Wrestling
Track

GIRLS

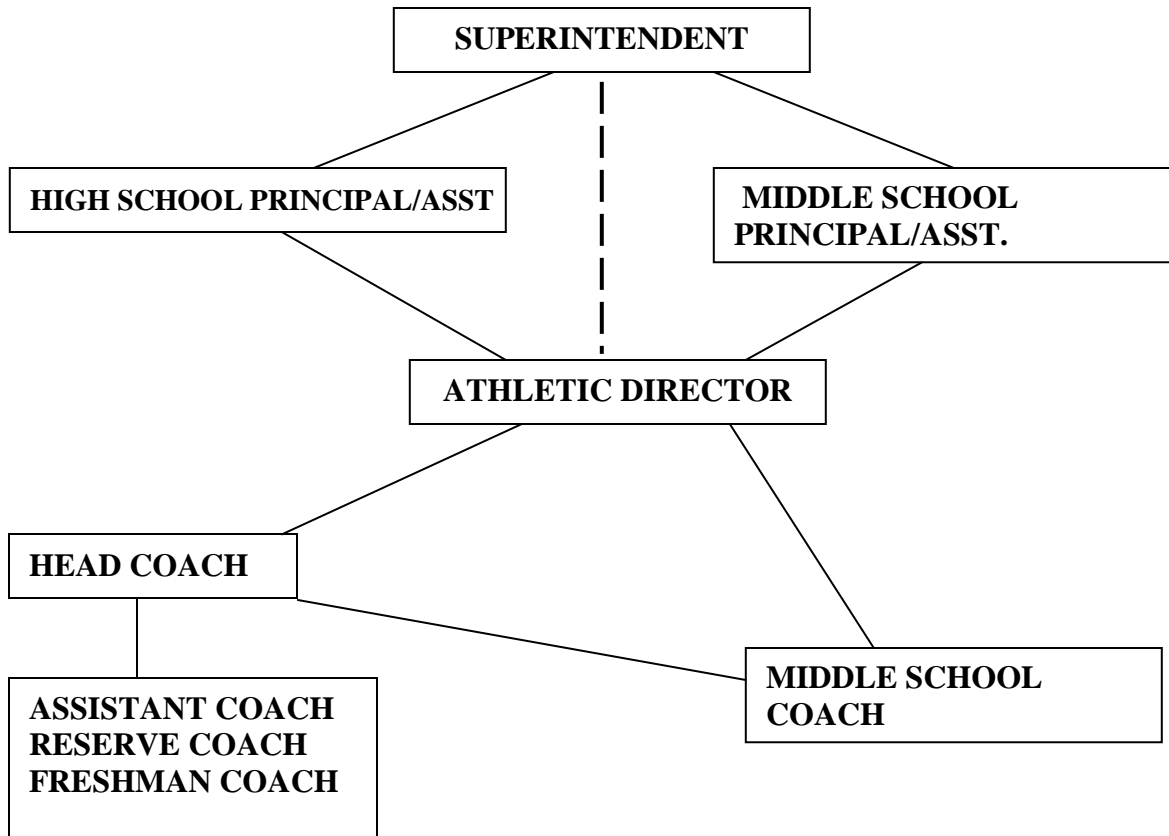
Cross Country
Volleyball
Basketball
Co-ed Golf
Track
**Cheerleading
(football and basketball)

All coaches shall conduct their athletic programs according to the spirit, as well as the letter, of the OHSAA regulations and bylaws; and the SBAAC rules and regulations.

Athletics should be a real life experience, aimed at providing a healthy, safe atmosphere, conducive to the growth of the individual. This experience should promote and develop the competitive spirit, as well as, foster the psychological, emotional, and physical growth of the participants.

To coach is to teach, therefore, sports should be an outreach of the classroom, aimed at cultivating self-discipline, moral values, and sportsmanship. The efforts of every coach should be centered around a concern for the athlete and the athletic program.

II. CHAIN OF COMMAND AND ADMINISTRATIVE ORGANIZATION



A.ATHLETIC DIRECTOR

The athletic director shall be in charge of the supervision of the entire athletic program. The athletic director will work with the building principals in developing all aspects of the athletic program and will represent the school to the athletic booster club.

B.BUILDING PRINCIPALS

The school athletic programs shall be under the direction of the respective building principals, in accordance with the procedures and policies that may be established by the Clermont Northeastern Board of Education, the OHSAA and the SBAAC.

The building principal may delegate responsibilities and duties to those who serve as coaches in his/her building.

C. HEAD COACH

It will be the duty of the head coach in each sport to conduct that sport in keeping with the board adopted duties and responsibilities, the OHSAA regulations and bylaws, the SBAAC rules and regulations, this coaching handbook and the Clermont Northeastern Local Schools Athletic Handbook.

The head coach will be responsible for the total development of his/her program, including the youth programs associated with his/her sport. This will be accomplished in close cooperation with the athletic director and building principal. In sports that require assistant coaches, reserve coaches, freshman coaches, and junior high coaches, the head coach will call staff meetings to coordinate the program in that sport. These meetings will be called at such times that will not interfere with school duties.

Head coach expectations:

- Shall display the ability to motivate players, teach necessary skills, organize effective, efficient practices, and develop "game plans" that will continually provide the best opportunity for his/her team to be competitive.
- Will develop lines of communication with administrators, assistant coaches, players, and parents.
- Will develop lines of communication with his/her building staff members, parents and media outlets.
- Shall prepare the members of his/her staff to properly represent the district in all phases of the athletic program.
- Will assume responsibility for the equipment used by his/ her team and also see to the proper care of all facilities used by his/her teams; with the exception of middle school teams, in which case, the middle school coach assumes the responsibility.
- Will create high expectations of their players to be early to practice and games, work hard, and leave facilities clean(Home and Away) .
- May delegate some of his duties to assistant coaches in his/ her program; however, the head coach is ultimately responsible for all aspects of the entire program.
- Shall have input into the process of hiring, evaluating, retaining or dismissing members of his/her staff. However, the final authority lies with the athletic director and building principal.
- Will maintain accurate statistics and report scores to media outlets to be available for next day publishing.
- Are expected to be prompt and attend all contests.
- Ensure that practices are well organized, rigorous, and help to build skill as well as game preparation. Guarantee supervision for athletes who stay after school.
- Create a consistent dress code for home and away contests. Dress code needs to be neat and clean and followed throughout.
- Shall exemplify, through his/her own personal speech and actions, the highest type of good sportsmanship, character, and integrity.
- Will demand the highest level of respect, good sportsmanship, character and integrity from his/her athletes and coaches.

D. ASSISTANT COACH

Assistant coach will be used to refer to any coaching position below head coach, including middle school coaches.

The assistant coach will conduct the sport in keeping with the board adopted duties and responsibilities, the OHSAA regulations and bylaws, the SBAAC rules and regulations, this coaching handbook, and the Clermont Northeastern Local Schools Athletic Handbook.

The assistant coach will cooperate, in every way possible; to see the regulations pertaining to the duties and responsibilities of the head coach are carried out.

The assistant coach will be available for practice and staff meetings at such times as the head coach deems advisable. In the case of football, volleyball, cross country, and soccer, this includes practices prior to the start of the school year. For winter sports, practices may be held during Christmas vacation; for spring sports, practices may be held during spring vacation.

Assistant coach expectations:

- Is expected to be loyal to the head coach and the entire CNE Athletic program.
- The assistant coach should be involved in the process of creating harmony and cooperation through his/her actions and decisions.
- Should follow the direction of the head coach as to what skills and techniques to emphasize and what styles of offenses and defenses to teach.
- Is encouraged to keep as many individuals involved in the program as possible. Building interest and teaching fundamentals while developing a competitive attitude should be the primary objectives.
- Shall enhance his/her knowledge of the game. He/She should be willing to share and listen to new and different ideas and approaches to the game. Scouting opponents, clinics, camps, books, and periodicals are all avenues that provide the opportunity for growth.
- Shall exemplify through his/her own personal speech and actions the highest type of good sportsmanship, character, and integrity.
- Will create high expectations of their players to be early to practice and games, work hard, and leave facilities clean(Home and Away) .
- Will demand the highest levels of respect, good sportsmanship, character and integrity from his/her athletes and coaches.

III. PAPERWORK DUTIES OF THE COACH

Coaches are to prepare a handbook for their sport which contains rules and expectations for student athletes in their respective sport. The handbook shall contain, at a minimum, the following:

- board adopted “**ATHLETIC HANDBOOK**”
- requirements to earn a varsity letter in your sport
- your rules, regulations, and expectations of behavior, including attendance requirements and consequences for missed practices and games.
- statement making the athlete aware that he/she is responsible for all his/her personal items, as well as school issued items, even if the items are stolen from a locked locker
- statement about social media expectations and consequences
- a contract page which will be signed by the athlete and the athlete's parents or guardians, indicating they have read and will adhere to the rules and regulations of your team, the CNE Local Schools Athletic Handbook and they understand the potential consequences of a violation. The signed contract is to be kept on file in with the head coach.

All coaches must require all participants to turn in the following forms **BEFORE THE FIRST PRACTICE:**

- (A) properly completed physical form and OHSAA Authorization Form
- (B) Parent / Athlete Handbook Contract, Participation Permission, Insurance Waiver & Concussion Awareness Form
- (C) properly completed emergency medical form (Coach keep this)
- (D) Lindsay’s Law (Sudden cardiac arrest) form

A. OHSAA required Physical Examination form and OHSAA Authorization Form.

- All candidates for CNE High School and Middle School athletic teams and cheer squads must have a physical examination before they are permitted to engage in tryouts, conditioning or practice.
- Athletes can pick up an OHSAA Physical Examination form from the sport coach, Athletic Director or High School Office. They may also go to the athletic department website and print a copy of the form.
- A completed OHSAA Physical form is good for one calendar year. One examination will suffice for all sports.
- Completed physical forms are to be kept in the Athletic Director's office

B. Parent / Athlete Handbook Contract, Participation Permission, Insurance Waiver & Concussion Awareness Form

- All candidates for CNE High School and Middle School athletic teams and cheer squads must hand in a Waiver of Insurance, which has been signed by the parents or guardians and the athlete.
- All candidates for CNE High School and Middle School athletic teams and cheer squads must have an Ohio Department of Health concussion information sheet signed by the athlete and parent/guardian.
- This form shall be kept with the head coach
- This form shall be good for one school year

C. Emergency Medical Forms

- All Candidates for CNE High School and Middle School athletic teams and cheer squads must hand in an emergency form which has been properly filled out and signed.
- The emergency medical form is to be kept by the coach.
 - Coaches are to carry the E.M.F. with them to every contest.
 - The coach will need an E.M.F. for **ANY** student that travels with the team.

At the end of the season, each varsity coach is to provide the athletic director with:

- A copy of the team's schedule, indicating the won-loss record, as well as the scores of each contest.
- teams that are comprised of individual competition, i.e. tennis and wrestling, should also indicate the won-lost record of each individual.
- in track, the coach should indicate the team record, as well as league winners, placers, and post-season qualifiers.
- Individuals who have failed to return school issued equipment.
- team and individual statistics that are pertinent to the sport.

D. Rosters

- Coaches are responsible to communicate ALL roster changes to the high school secretary and athletic director.
- Rosters need to be submitted once finalized and as updated.
- Rosters should be completed digitally using the provided roster template.
- If an athlete quits, moves, or needs to be removed from a team this communication must happen.

IV. PARTICIPATION FEES

\$100 per student annually

V. PURCHASE AND CARE OF EQUIPMENT

- **NOTHING** is to be purchased without the prior approval of the Athletic Director. If something is purchased without prior approval of the athletic director, the coach shall be financially responsible.
- The care, cleaning, repair, and storage of all athletic equipment will be under the direction of the head coach of high school teams and the middle school coach of middle school teams.
- Any athlete who does not return all items of equipment issued to him/her shall be required to make monetary restitution prior to participating in the next athletic season.
- The coach is responsible for seeing that all equipment is returned in good condition.
- Each head coach or designee will prepare and turn in an inventory of equipment and a separate "needs" list for his/her sport for the next season. The "needs" list should include new equipment, supplies, and miscellaneous needs. The inventories and "needs" lists are to be turned in to the athletic director within two weeks of the conclusion of your season.

VI. COACHING ASSOCIATIONS/COACHING CLINICS

- Coaches are encouraged to participate in Southwest District professional associations. This expense will be covered by the athletic department. Varsity Head Coaches are expected to attend meetings in order to promote players and the school program.
- Coaching Clinics and professional development is an expectation for growth for the coaching staffs.
- The athletic department will provide funds, when available, to cover some expenses directly related to the clinic to a maximum of **\$200.00** per calendar year.
- It should be noted that the athletic department's ability to fund clinics at these levels may vary from year to year.

VII. TRANSPORTATION

- Athletic teams will travel by bus whenever possible, feasible, and affordable.
- Bus policy requires that a board approved coach or the building principal's designee accompany the team on the bus.
- Coaches are required to have an EMF for all students riding on the bus.
- Coaches shall require athletes to follow rules for bus safety and should cooperate with the bus driver in implementing "bus rules".
- Teams must have a completed seating chart with them on the bus trip.
- Only team members, cheerleaders, stats people, managers, coaches, or others designees of the principal may ride on the bus. People who are not covered by the school district's insurance will not ride the bus.
- All athletes and team personnel are expected to ride the bus to all games.
- Coaches may allow athletes to return home from an away contest with their parents, only after the coach has the parent or guardian fill out the proper sheet, and informed the coach they are leaving.
- Any team traveling to an away contest, by any means other than a bus, must receive clearance from the athletic director or principal.

VIII. AWARDING OF A VARSITY LETTER

The following criteria will be used to determine if an athlete has earned a varsity letter.

- BASEBALL - participate in half of the games played; or one-fourth for a pitcher
- BASKETBALL - participate in ½ of total regular season quarters played
- CROSS COUNTRY – participate the entire season and complete in good standing
- FOOTBALL - participate in 20 quarters of a ten game season
- GOLF - participate in half of the total matches played
- SOCCER - participate in half of the total halves played
- SOFTBALL - participate in half of the games played
- TENNIS - participate in half of the total matches played.
- TRACK - score a season total of at least 15 points
- VOLLEYBALL - participate in half of the total games played.
- WRESTLING – participate in half of the allowed team point total, or participate in the conference and sectional tournaments.
- The athlete must complete the season in good standing as a member of the team.
- If an athlete does not meet the criteria for the specific sport, the coach may ask the rule to be waived in a special case. The athletic director will decide the merits of the coach's request.
- High School athletes will receive their freshman or reserve awards simply by completing the season in good standing as a member of the team.
- Middle School athletes will receive their certificate of participation and specific “N” simply by completing the season in good standing as a member of the team.

IX. ATHLETE SCHOOL ATTENDANCE

- Students must be in attendance **PRIOR TO 10:00 AM, and may not leave PRIOR TO 11:30 AM** to be eligible to participate in practice or games that day, excluding Saturday.
- The building principal or athletic director may permit attendance or participation if approved for a just cause. (college visit, court, funeral, doctor's appointment, post-secondary students, etc.)
 - It is the expectation that coaches are emphasizing and reinforcing attendance requirements. Coaches should be diligent in gaining information about student attendance and enforcing rules.
 - The head coach shall be responsible for enforcing this policy. The high school attendance secretary will prepare these reports daily and email to coaches school email accounts.

X. EXCUSING ATHLETES EARLY TO PARTICIPATE IN ATHLETIC CONTESTS

All home contests must be scheduled so that it will not be necessary for anyone to miss school time in order to participate; unless the contest is to be an assembly for all students to attend.

When it is necessary to excuse athletes for an away contest, the following procedures should be followed by the coach:

- Request permission for the athletes and support personnel to be excused early from the athletic director.
- provide a list of names of all students involved to all teachers at least two days prior to the contest.
- Arrange, in advance, to have students make up homework.

School time lost to athletics should be kept to a minimum.

XI. CARE OF ATHLETES' VALUABLES

Though the school cannot accept the responsibility for the athlete's valuables, the coach should set up a procedure to safeguard the valuables of team members, both at practices and games.

Coaches can help in the process by:

- providing a place for athletes to store valuables.
- encouraging athletes to keep items in their lockers and their lockers padlocked.
- provide needed supervision in the locker room.
- keep athletes together from beginning to end; don't let them, filter in and out; a coach should always be in the vicinity if even one athlete is in the locker room.

XII. OUT OF SEASON CONDITIONING, WEIGHT TRAINING, AND OPEN GYM

- Coaches should not allow "in sport" athletes to participate in open gyms of a different sport.
- Coaches are expected to stay abreast of current OHSAA bylaws pertaining to these activities.

- Coaches shall not require attendance at out-of-season activities as a prerequisite to be a candidate for an athletic team; nor can a coach keep attendance at such activities and prescribe punishment for failure to attend.
- A board approved coach must be in attendance to supervise such activities
- The board approved coach will monitor those in attendance at **ALL** times.
- Coaches shall give athletes who have just completed a sports season **A MINIMUM OF THREE SCHOOL DAYS** to rest, recuperate, and relax before beginning a new sports season.
- The coach will not hold this period of time off against the athlete.
- The coach in charge shall be responsible for the athletes, the equipment, and the building at all times. His/her sport will assume financial responsibility for damage that may occur.

XIII. SCHEDULING OF FACILITIES

All persons planning to use the athletic facilities must schedule them in advance with the athletic director. The Athletic Director shall be informed of any changes to the prior approved schedules.

In order to minimize conflicts among athletic groups, and other school activities, a schedule will be worked out by the athletic director.

The head coach or person in charge of the scheduled activity is responsible for seeing to the following:

- permission to use the facility has been secured from the Athletic Director
- individuals or groups are not permitted to use school facilities unless they have the direct supervision of a board approved coach.
- all equipment must be put away immediately after the activity is finished.
- proper safety precautions must be observed.
- persons in street shoes are not allowed on the gymnasium floor, except for specified, approved activities.
- persons should not be permitted to leave the group and roam the building.
- boisterous and unsafe activities in the locker room are not permitted.
- lights must be turned off, the showers checked, and outside doors locked when finished.
- the coach or person in charge is to be the last person to leave the building.

The coach in charge must remember, he/she is responsible for the athletes, the equipment, and the building at all times. His/her sport will assume financial responsibility for damage that may occur.

XIV. GAME PREPARATION

- In order to conduct a home athletic contest, close coordination between the coach and the Athletic Director is necessary.
- In contests where no admission is charged, the responsibility for game preparation rests with the coach.
- In contest, where an admission is charged, the Athletic Director and/or events coordinator are responsible for the supervision of personnel necessary for the production of an athletic contest, such as ticket sellers and ticket takers, police security, and the band boosters will conduct the concession stand.
- It is the expectation that the sport specific teams will assist the athletic director in recruiting volunteers to run the clock/scoreboard, and announce. If volunteers cannot be found to announce. If announcers cannot be found this service will not be provided.
- In sports that require extra hands on the field (i.e. soccer balls retrievers and chain gang) the team may be required to create a rotation of volunteers with parents if necessary.
- Coaches of sports where admission is charged will help in the physical set up and game day preparation of the gym and/or athletic fields.
- Coaches are responsible for making sure that bench areas and facilities are cleaned after each game/practice. It is the expectation that indoor sporting events clean their bench area before exiting to the locker room.
- Those coaches who hold invitational tournaments in their sports will assume a large share of the preparation, paperwork, organization, and management of the event.

XV. SCHEDULING CONTESTS

- Many factors must be considered in the development of an athletic schedule. The proposed opponent's philosophy of athletics, relations with other schools, proper level of competition, anticipated revenues, playing dates, travel, other school and community functions, etc. must be taken into consideration.
- The schedule should reflect the combined interests of the school administration, athletic director, coaches, and community.
- Coaches are responsible for scheduling all scrimmages and out of season events. These events need to be communicated to the athletic director if officials or bussing is to be scheduled.
- After taking the above factors into consideration, the schedule will be completed through the cooperative efforts of the coach and athletic director, the final decision on the schedule rests with the athletic director and building principal.

XVI. MULTIPLE SPORT COOPERATION

- The success of the Clermont Northeastern Athletic Program depends upon the spirit of cooperation which shall exist among all coaches associated with the Clermont Northeastern Athletic program.
- Coaches shall encourage athletes and students to play multiple sports.

XVII. DUAL SPORT ATHLETES

Any student who is participating in two sports in the same season must sign a form indicating their primary sport in case of a scheduling conflict. This form will be available in the athletic director's office. This form must be signed by the parent, head coaches involved and the athlete. The form will be turned into the athletic director prior to the first contest of either sport.

- Coaches of dual sport athletes shall follow the following guidelines when a conflict arises. If the following doesn't allow for a resolution, the Athletic Director will provide a solution.
- Practice time in the primary sport takes priority over practice time in the secondary sport. Coaches should be agreeable to let athletes get some practice time in both sports.
- SBAAC competition, in either sport, shall take priority over practice time or non- league competitions.

XVIII. FINANCES

- All financial transactions and expenditures will be conducted by the Athletic Director.
- All coaches must share the responsibility for helping the athletic department live within its income. Each head coach and junior high coach should keep the Athletic Director advised of anticipated needs.
- Each head coach or designee will prepare and turn in an inventory of equipment and a separate "needs" list for his/her sport for the next season. The "needs" list should include new equipment, supplies, and miscellaneous needs. The inventories and "needs" lists are to be turned in to the athletic director within two weeks of the conclusion of your season.
- Any funds received for "Athletic Fees" received by the Coach will be given to the High School Secretary within 24 hours of receiving.

XIX. ATHLETIC HANDBOOK

Coaches shall provide each team member with a copy of the athletic handbook. All board approved coaches shall enforce the policies of the coaching handbook, the athletic handbook as well as the Clermont Northeastern Student Code of Conduct.

NOTE:

Policies of the Coaching Handbook take effect June 22, 2018.

Board adopted Athlete Handbook in June 2018

Clermont Northeastern Athletics Sports Program Evaluation

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Each area will be rated on a scale 1-4 (1=strongly disagree and 4=strongly agree)

*The coach promotes the “Rocket Way” in CNE Athletics _____

*The coach is an outreach of the classroom and cultivates self-discipline, moral values, and sportsmanship_____

*The coach follows the district approved chain of command _____

*The coach meets the duties and expectations as outlined in the coaching handbook_____

*The coach assumed responsibility of the equipment used by his/ her team and maintained proper care of facilities in use_____

*The coach ensured practices were well-organized, rigorous, and helped to build skill as well as game preparation_____

*The coach cooperated and worked to improve with all coaches MS/HS for the success of the Varsity team and overall well-being of the program. _____

*The coach met the paperwork duties as assigned and ensured the timely delivery of rosters, payments, and necessary paperwork to the HS secretary_____

*The coach met ALL end of season requirements as outlined in the Coaches Handbook _____

*The coach has individual and team discipline and control at all times, including locker rooms, busses, after school, etc._____

*The coach is making an attempt to improve professionally and continue to grow as a leader _____

*The coach and his/her staff models proper coaching behavior to include appropriate language during games and practices_____

*The coach demands the highest type of respect, good sportsmanship, character, and integrity from his/her athletes and coaches _____

*The coach was diligent in encouraging students to focus on academics first and is proactive in enforcing the expectations of the attendance policy_____

Principal
Mr. TJ Glassmeyer
glassmeyer_t@cneschools.org

Assistant Principal
Mr. Scott Houpp
houpp_s@cneschools.org

Athletic Director
Mr. David Colwell
colwell_d@cneschools.org

*The coach has created excitement about the program and is actively recruiting to increase participation_____

*Understands and cooperates with the rules set forth by Clermont Northeastern Schools, SBAAC, and OHSAA_____

*The coaches are challenging the players to get their best performance while being positive and not embarrassing or belittling them _____

*The coach cooperated with the AD and administrative staff to help prepare for contests and find necessary personnel to assist in game day operations_____

*The coach and team represented the district in a professional manner using appropriate language, cleaning up after themselves, and being overall good citizens _____

*The coach is knowledgeable about the skills required for students to be successful in the sport_____

*Coach maintains good lines of communication with parents and the Clermont Northeastern staff in regards to eligibility, discipline, and school related events_____

*The coach is knowledgeable about the skills required for students to be successful in the sport_____

*The coach maintains positive rapport with athletic boosters, community members, and coaches of all levels including: CNEAA and Middle School_____

*The coach adapts his coaching style, plays, and game plans to the skills and strengths/weakness of his/her players_____

*Overall the coach has grown the program_____

Total Score _____/100

Evaluation Completed by:_____ Date:_____

Evaluation Completed for:_____

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